



North Carolina Department of Cultural Resources
Office of Archives and History
Division of Historical Resources
Archives and Records Section

Michael F. Easley, Governor
Lisbeth C. Evans, Secretary

Jeffrey J. Crow, Deputy Secretary
David Brook, Division Director

March 25, 2008

To: Users of Micrographics Services Offered by the North Carolina
Office of Archives and History

From: Jesse R. Lankford, Jr.
State Archives and Records Administrator

Subject: Imaging Services

Since its founding in 1903, the State Archives of North Carolina has successfully preserved state and local government records in a variety of formats. As mandated by G.S. 121 and G.S. 132, the Archives established a micrographics program in 1959 for the preservation and security of the state's vital records. The Archives' micrographics program produces microfilm for state and local agencies that meets the highest standards required for permanent film. The Archives also provides off-site storage for film created by our agency and by vendors for other state and county agencies. These services are core components of our agency mission.

Until now the micrographics program has charged only for the production of security film duplicates. However, effective July 1, 2008, the Archives will begin charging for the filming of records. Charges for this service will reflect the actual cost of microfilm production and will not include any charges for labor. The Archives will continue to provide storage of security film at no charge. The cost of duplicate reels of microfilm will remain the same. After July 1, agencies will pay \$15.00 for the production of each full reel of 16mm microfilm and \$20.00 for the production of each reel of 35mm microfilm. Approximately 2400 letter-sized images fit on one reel of 16mm film; therefore, the estimated cost to film an entire 4-drawer filing cabinet would be about \$124.00.

The decision to charge agencies for imaging services has not been made lightly. Our objectives are to provide traditional micrographic services within our budgetary parameters and to offer new services that meet the needs of the electronic age. The Archives' Imaging Unit can now convert digital images to microfilm, and we can design projects to produce both microfilm and digital images. If you have questions about the services of our Imaging Unit, please feel free to contact the unit's supervisor, Gina Fry, at (919) 807-7333. Our website <http://www.ah.dcr.state.nc.us/records/imaging.htm> will contain more detailed information on our fees and services. In addition, our records management analysts can assist you with any questions regarding this new fee structure and your records schedule.

Finally, no agency is required to utilize our services for imaging and reformatting, but we are pleased to provide low-cost, top quality services by our Imaging Unit. I thank you for everything that your agency does to ensure that records of enduring value are preserved now and for the use of future generations of North Carolinians. All of us at the State Archives truly appreciate your cooperation and assistance in preserving our state's public records in an efficient and cost-effective manner.

cc: Dr. Jeffrey J. Crow, Deputy Secretary
Dr. David L. S. Brook, Director

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